

Tree Campus Higher Education Requirement Checklist



Urban & Community Forestry

Applications due: December 1st

Apply online at: <https://applications.arborday.org/community/campus>

Why your campus should be a Tree Campus Higher Education

You know that trees benefit the environment. Trees provide shade, protect us from the wind, clean our air...

But your campus can benefit as well:

- A commitment to trees on your campus can, in turn, significantly reduce the amount of energy a campus, and community, needs to generate.
- Planting, and maintaining, trees on your campus and in the community provides environmental, economic and social benefits.
- Green spaces give students and faculty the setting to relax with others, or on their own. What better way to study or take a break than by being outside.

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Tree Campus Higher Education Standards

By meeting the annual standards and being recognized as a Tree Campus Higher Education college, you will create a campus that not only benefits the environment but instills pride in the students, faculty, and community.

Standard 1: A Campus Tree Advisory Committee

Standard 2: A Campus Tree Care Plan

Standard 3: A Campus Tree Program with Dedicated Annual Expenditures

Standard 4: An Arbor Day Observance

Standard 5: A Service Learning Project



An Arbor Day Foundation Program

This checklist is designed to assist new and recertifying campuses in North Carolina with completing the application for the Tree Campus Higher Education award and ensure proper evidence is attached.

All reported activities must have been completed between January 1 and December 31.

ncforestservice.gov

N.C. Department of Agriculture
and Consumer Services
Steve Troxler, Commissioner



Standard 1: Campus Tree Advisory Committee

A Campus Tree Advisory Committee comprised of members representing the diverse audience of those with a stake in campus trees is established and meets regularly.

This committee must include at least one representative from each of the following audiences:

- Student (undergraduate or graduate)
- Faculty
- Facility Management
- Community, for example, city forester, municipal arborist, community tree board member

Each individual campus may also have other interested student organizations, alumni, faculty, or staff that could be represented such as administration, sustainability coordinator, professor emeritus, etc.

While responsibility of the campus trees often ultimately lies with the campus forester, arborist, landscape architect, or designated facilities department, the Campus Tree Advisory Committee can assist in providing guidance for future planning, approval of a comprehensive campus tree care plan, education of the campus population as to the benefits of the campus trees, and development of connectivity to the community.

Required Evidence

- ☐ Name and email address for each required advisory committee member; upload roster of additional members.
- ☐ Meeting dates for the past year

√	Representative	Name/Email Address
<input type="checkbox"/>	Student	
<input type="checkbox"/>	Faculty	
<input type="checkbox"/>	Facility Management	
<input type="checkbox"/>	Community Member	
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

Standard 2: Campus Tree Care Plan

A Campus Tree Care Plan should be flexible enough to fit the needs and circumstances of the particular campus. The Tree Care Plan should be goal oriented and provide the opportunity to set good policy and clear guidance for planting, maintaining, and removing trees. It also provides education to the campus community, citizens, contractors, and consultants about the importance of the campus forest and the protection and maintenance of trees as part of the growth and land development process.

Campus Tree Care Plan Criteria

- ☐ **Clearly stated purpose.**
- ☐ **Responsible authority/department** — who enforces the Campus Tree Care Plan.
- ☐ **Establishment of a Campus Tree Advisory Committee**, terms of the representatives, and role committee plays.
- ☐ **Campus Tree Care Policies** for planting, landscaping, maintenance and removal including establishing and updating a list of recommended and prohibited species; managing for catastrophic events. Refer to International Society of Arboriculture (ISA) [Best Management Practices](#) manuals to avoid tedious writing and “cut and paste” development of a plan.
- ☐ **Protection and Preservation policies and procedures** — include process for implementing tree protection plan including step-by-step process that every project must follow including construction and trenching. Refer to the International Society of Arboriculture (ISA) [Best Management Practices](#) manual.
- ☐ **Goals and Targets** — develop at least one goal and target for your Campus Tree Plan. These could include (but are not limited to) tree canopy target; development of a link between the Campus Tree Care Plan and other green initiatives on campus or in the community; completion of a campus-wide tree inventory, etc. Include how the goal will be measured.
- ☐ **Tree damage assessment** — enforcement, penalties, and appeals.
- ☐ **Prohibited practices.**
- ☐ **Definitions of terminology** related to campus trees.
- ☐ **Communication strategy** — how the Campus Tree Care Plan will be communicated to the college community and contractors to heighten awareness about policies and procedures as well as the goals of the institution.

Sample Campus Tree Care Plans are available on the Arbor Day Foundation [Tree Campus Higher Education](#) website. [North Carolina Forest Service County Rangers are also available for assistance.](#)

Required Evidence

- ☐ Date Campus Tree Care Plan was established.
- ☐ Attach copy of Campus Tree Care Plan (first time applicants, or if plan has been revised).
- ☐ Summarize the progress of your “Goals and Targets”.

Standard 3: Dedicated Annual Expenditures

To be designated a Tree Campus Higher Education, a college campus must allocate finances for its annual campus tree program. Evidence should be shown that an annual work plan has been established and expenditures dedicated towards that work plan.

It is suggested, but not mandatory, that campuses work towards an annual expenditure of \$3 per full-time enrolled student.

Eligible Expenditures

- **Tree Planting and Initial Care** — includes cost of tree purchases, labor and equipment for planting, planting materials, staking, watering, mulching, competition control, etc.
- **Campus Tree Care Management Costs** — Includes pruning, public education, professional training, association memberships, campus tree inventory, pest management, fertilization, tree removals, and all associated costs.
- **Volunteer Time** — Hours of volunteer labor and other contributions from student and civic organizations.
- **Other** — May include staff time dedicated to campus forest planning, tree care contractors, Arbor Day celebration planning, educational materials, costs associated with Service Learning project, and other campus tree management costs not listed above.

Required Evidence

- ☐ Campus tree care expenditures
- ☐ Campus tree management statistics
 - # Trees Planted
 - # Trees Pruned
 - # Trees Removed
 - Reason for removal
 - % Tree canopy
 - Full-time student population



Standard 4: An Arbor Day Observance

An Arbor Day observance provides a golden opportunity to educate the campus community to the benefits of the trees on their campus property and in the community. The Arbor Day observance can be on the campus or held in conjunction with the community where the campus is located. Your event may be held at an appropriate time for your campus.

Required Evidence

- ☐ Date observance was held
- ☐ Arbor Day observance type
- ☐ Evidence of an Arbor Day observance (at least one of the following)
 - Program of events or agenda
 - News release or news article
 - Photographs of event
 - Copy of website/social media post

Standard 5: A Service Learning Project

The Service Learning Project should be an outreach of the spirit of the Tree Campus USA initiative. This project should provide an opportunity to engage the student population with projects related to trees and can be part of a campus or community initiative. The project must be done within the course of the year application is submitted.

Project ideas include, but are not limited to:

- Volunteer tree plantings or tree maintenance
- Tree inventory (campus or community)
- Establish a Nature Explore Classroom for young children at an early childhood development center on your campus or in your community.
- Establishment of campus arboreta
- Student-led effort to have community designated a Tree City USA
- Coordinate internships with the urban forestry or parks department in your community
- Assist Project Learning Tree or other programs centered around trees in training teachers at schools near your campus or organize training for your school's College of Education
- Other tree-related service learning or educational programs for students
- Partnership with state forestry departments on regional projects

Required Evidence

- ☐ Date(s) of service learning project(s).
- ☐ Number of campus students involved.
- ☐ Summarize service learning project(s).
- ☐ Attach documentation of service learning project(s).



For assistance in meeting the Tree Campus Higher Education standards, contact your County Ranger:

https://www.ncforestservice.gov/contacts/contacts_main.htm

For assistance with the application process, contact:

Urban Forestry Program Assistant
Mandy Tallman Marty
mandy.tallman.marty@ncagr.gov
919-857-4823

Urban Forestry Specialist
Jennifer Rall
jennifer.rall@ncagr.gov
919-857-4841

https://www.ncforestservice.gov/Urban/tcusa_programs.htm